*INTRA AND INTER STATE EXCURSION*

**PROPOSAL FOR EXCURSION**

(Appendix B)

**To be presented to the Principal 3 school weeks prior to excursion for final approval**

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| **Documents attached:** | List of students attending ❑ |
|  | Certificate of Currency (minimum $20,000,000) ❑ |
|  | Emergency Response Plan ❑ |
|  | Excursion costing sheet (if relevant – arranged with Finance) ❑ |
|  | Accommodation details (if relevant) ❑ |
|  | Details of student travel insurance (if relevant) ❑ |
|  | Additional documents (please list): ❑ |

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| **After final approval by Principal** | Information and list of student names to Finance Officers ❑ |
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| **To be taken on excursion** | Up-to-date student health care plans and information ❑ |
|  | Up-to-date staff health care plan ❑ |
|  | First Aid Kit ❑ |
|  | Out of Office Email Notification (for overnight excursions) ❑ |

**EXCURSION DETAILS**

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| Date of Proposal | Name of Teacher Proposing Excursion | Year/Subject |

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| --- | --- | --- | --- | --- |
| Date(s) of Excursion | Periods Involved | | Time depart to location | Time return to school |
| Total number of periods requiring relief outside department | | Names of teachers requiring relief | | |
| Destination of Excursion | | | | |

**ATTENDANCE DETAILS**

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| Name of Teacher in Charge of Excursion: | | |
| Names of other Teachers attending the Excursion: | | |
| Other Adults Attending | No. of Students attending | |
| 1. **EDUCATIONAL PURPOSE OF EXCURSION** | | | |
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| * + The excursion has a clear educational purpose | | | ❑ |

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| 1. **STUDENTS’ CAPACITY** | |
| *(Refer to guidelines 3-9)* | |
| * + All participating students have the capacity to undertake the excursion | ❑ |

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| 1. **SUPERVISORY TEAM** | |
| *(Refer to guidelines 10-17)* | |
| * + A suitable supervisory team established with appropriate teacher-student ratio | ❑ |

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| 1. **SUPERVISION STRATEGIES** | |
| *(Refer to guidelines 18-24)* | |
| * + Supervision strategies have been established with the supervisory team | ❑ |

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| 1. **IDENTIFYING EXCURSION PARTICIPANTS** | |
| *(Refer to guideline 25)* | |
| * + Systems for identifying excursion participants have been established | ❑ |

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| 1. **COMMUNICATION STRATEGY** | |
| *(Refer to guideline 27-27)* | |
| * + An appropriate communication strategy established and conveyed to all attending | ❑ |

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| 1. **BRIEFING STUDENTS AND SUPERVISORS** | |
| *(Refer to guidelines 28-30)* | |
| * + All relevant information about respective responsibilities and obligations has been communicated to students and supervisors | ❑ |

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| 1. **TRANSPORT ARRANGEMENTS** | |
| *(Refer to guidelines 31-41)* | |
| * + Arrangements have been made for the safe transport of excursions participants | ❑ |

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| 1. **VENUE/SITE FOR THE EXCURSION** | |
| *(Refer to guidelines 42-43)* | |
| * + The venue or site for the excursion is suitable for the student group | ❑ |

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| 1. **EXTERNAL PROVIDERS** | |
| *(Refer to guidelines 44-47)* | |
| * + Suitable external provider has been engaged and staff responsibilities established | ❑ |

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| 1. **INSURANCE COVER FOR EXCURSIONS** | |
| *(Refer to guidelines 48-52)* | |
| * + External providers have proper and current insurance cover   + Appropriate travel insurance for students has been arranged by parents | ❑  ❑ |

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| 1. **STUDENTS WHO ARE BILLETED** | |
| *(Refer to guideline 53)* | |
| * + Safe and secure accommodation arrangements have been made | ❑ |
| 1. **EMERGENCY RESPONSE PLANNING** | |
| *(Refer to guidelines 54-64)* | |
| * + An emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or principal of the independent public school | ❑ |

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| 1. **DETAILED COST OF EXCURSION** | |
| *(Refer to guideline 65-66)* | |
| * + The excursion has been properly costed | ❑ |

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| 1. **INFORMATION TO PARENTS FOR THEIR CONSENT** | |
| *(Refer to guidelines 67-69)* | |
| * + Parents have been provided with full details of the excursion and signed consent forms | ❑ |

***Authorised Department employee***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*I confirm that all sections of the Proposal for Excursion have been completed and it meets the requirements of the Excursions policy.*

***Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

[If the Proposal for Excursion is endorsed, the principal must complete and endorse an Application for Approval of Excursion and submit for approval as outlined in Appendix A of the *Excursions Procedures.*]